



Graduation Checklist

Senior Graduation Checklist

It is your responsibility to ensure you have met all requirements and deadlines in order to graduate.

Please contact Education Support Services with any questions.

(316) 978-3300

Records Specialist:

Sherri Heersche

sherri.heersche@wichita.edu

Application for Degree (AFD)	<p>At least two semesters prior to graduation, submit an online Application for Degree (AFD).</p> <p>You will receive an e-mailed Degree Check from the Records Specialist approximately two weeks after submitting your AFD. If the information does not agree with your records, or if you do not receive an email, contact Sherri Heersche at sherri.heersche@wichita.edu.</p> <p>Deadlines for your name to be printed in the commencement program: October 1st for Fall graduates March 1st for Spring/Summer</p> <p>Log into myWSU portal, Student Resources tab, Graduation Links box, click on Application for Degree link.</p>	<input type="checkbox"/>
Name Changes	<p>If your name changed and you would like it printed on your diploma, you will need to take supporting documentation to the Transcripts window in Jardine Hall and fill out a name change form.</p> <p>Then email your new name to sherri.heersche@wichita.edu who will update your Application for Degree.</p>	<input type="checkbox"/>
Contact Information	<p>Verify all your contact information is up-to-date. You will be receiving correspondence throughout your final semester through your @wichita.edu email and by mail.</p> <p>To make a change -- log into myWSU portal, Student Resources tab, Student Tools box, click on Demographic Verification/Address Change.</p>	<input type="checkbox"/>
Academic Requirements	<p>Verify you meet all Wichita State University and College of Education academic requirements using your transcript and degree evaluation.</p> <p>Log into myWSU portal, My Classes tab, in the View My Degree Evaluation box, click Run my Degree Evaluation.</p>	<input type="checkbox"/>
Grade Changes	<p>Check your transcript to make sure all grades are correct including final grades for your last semester. Resolve any grade changes with your instructor(s). This includes any 'I' (incomplete), 'NGS' (no grade submitted) or incorrect grades.</p> <p>To view your transcript, log into myWSU portal, Student Resources tab, Student Tools box, click on Self-Service, Student Information, Student Records.</p>	<input type="checkbox"/>
Missing Transcripts	<p>If you attended any other college, an official copy of your transcript must be on file with the Registrar's Office.</p> <p>Log into myWSU portal, Student Resources tab, Student Tools box, click on Self-Service, Student Information Menu, Student Records to access your Academic Transcript and check to see if all of your transfer coursework is posted.</p>	<input type="checkbox"/>
Holds	<p>Clear up any holds on your account. The Registrar's Office will not issue your diploma or transcripts until you have cleared all holds including financial obligations.</p> <p>Log into myWSU portal, Student Resources tab, Student Tools box, click on Self-Service, Student Information Menu, Student Records to view any holds.</p>	<input type="checkbox"/>
Commencement Ceremony Registration	<p>If you plan to participate in the commencement ceremony, you need to make a reservation. You may purchase caps and gowns at the WSU Bookstore.</p> <p>Go to www.wichita.edu/commencement for more information.</p>	<input type="checkbox"/>